

MoneyWell for iPhone User Guide

Version 1.2

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<http://nothirst.com/moneywell/iphone>

Overview

MoneyWell is a personal finance tool designed to use the envelope budgeting system to track your finances. It allows you to see how much you have to spend in each category before you actually make a purchase.

MoneyWell uses buckets as a visual instead of envelopes, but the concept is the same: you assign your deposits to income buckets then move that money to expense buckets for spending. The amount put in to each bucket is determined by your spending plan. Once filled, you spend only what you have put in each bucket. This keeps you from using your rent money to buy dinners out.

MoneyWell Setup

When you run MoneyWell for the first time, you'll be presented with two options: **Sync via Dropbox** and **Create First Account**. If you own MoneyWell for Mac or want to sync with MoneyWell on other iOS devices, you'll want to choose the first option. The second option is for standalone use.



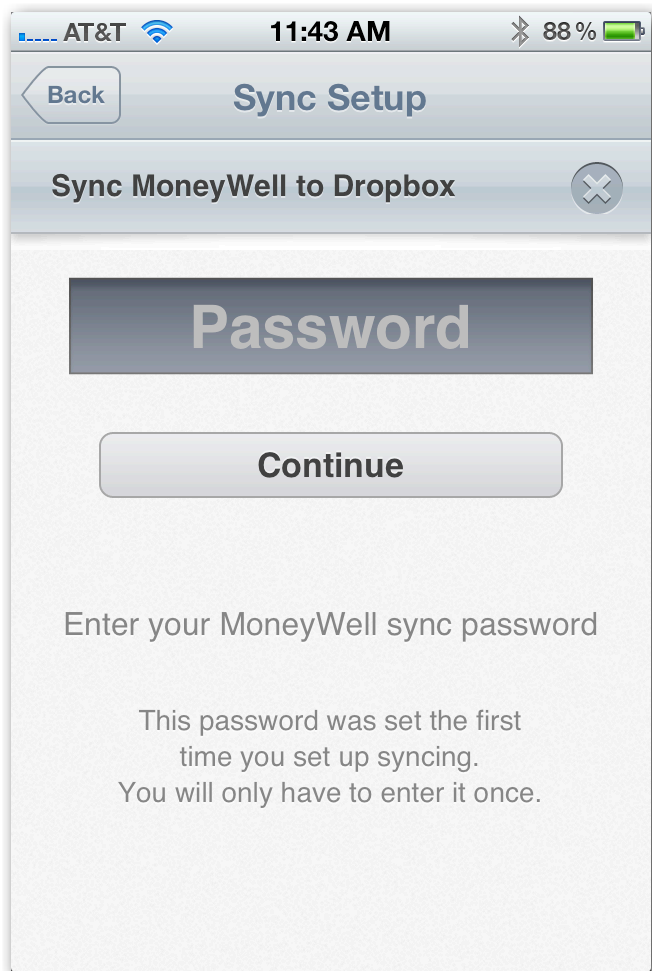
Sync via Dropbox

In order to sync MoneyWell, you'll need to have internet access and a Dropbox account. Such an account is free and you can use the **Create an account** link on the Dropbox login screen.



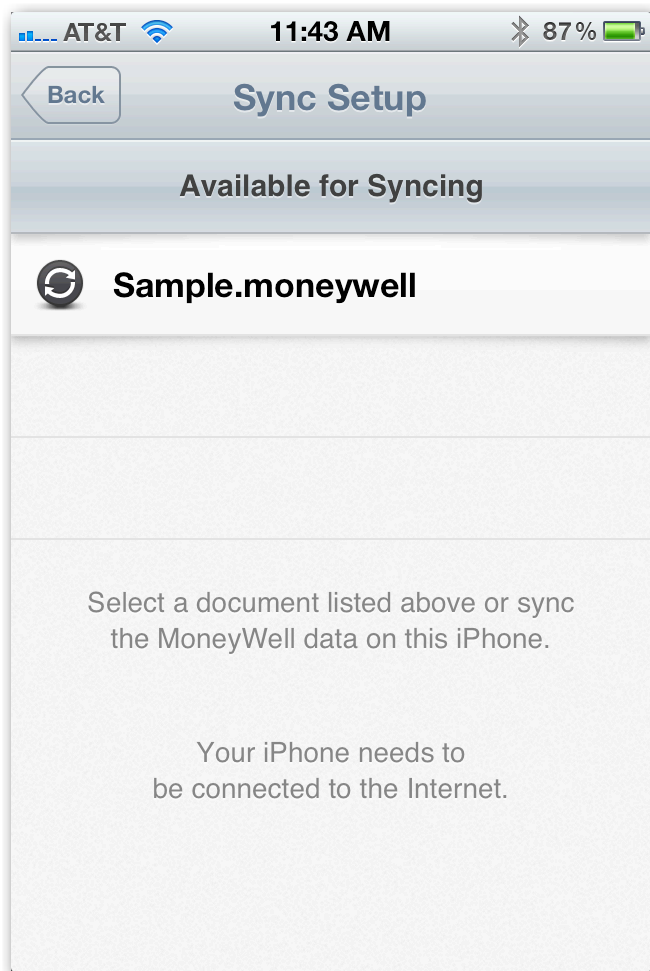
MoneyWell will create a hidden folder on your Dropbox share and use that to store sync changes between all the different MoneyWell devices. Your main MoneyWell document is still stored on the iOS device or Mac drive. There is no need to put your document on Dropbox and it's recommended that you don't save it there.

There could be a conflict if multiple Macs are accessing the same document and it's stored on Dropbox.



In addition to the encryption layer that is used by Dropbox to protect access to your document, MoneyWell adds an additional layer of encryption, which you control by the password you set. This same password must be used by all copies of MoneyWell so it can decrypt the contents after sync actions.

This password is used as an encryption key prior to moving any data to Dropbox or after any data is received from it.



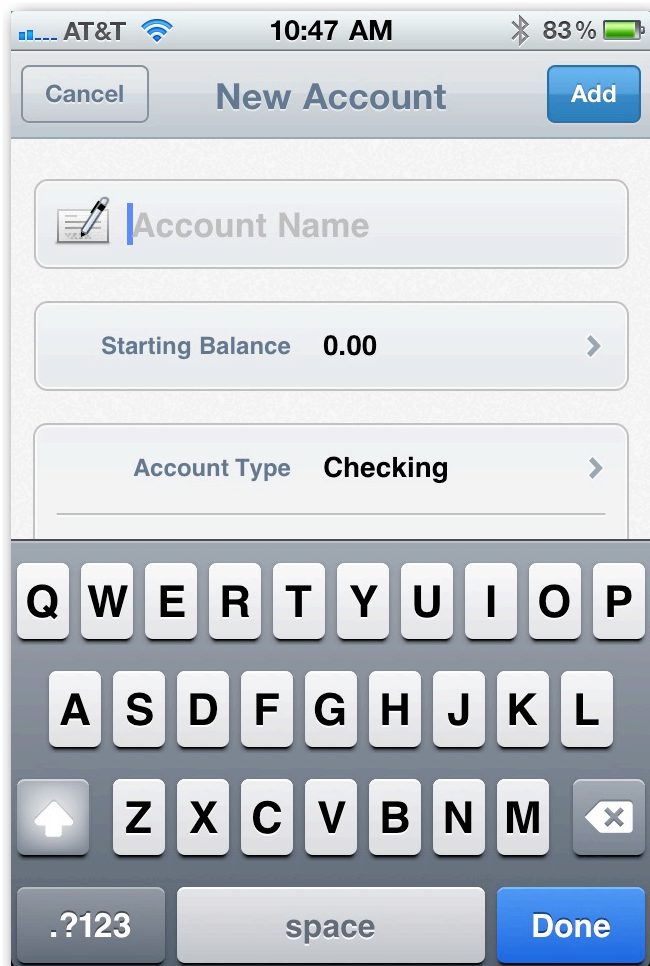
If you are trying to sync with MoneyWell for Mac, make sure that you have selected a document you want to sync in the **Syncing** panel of the MoneyWell **Preferences**. Once this is set, you should see your document listed on the final screen of the iOS Sync Setup.

If you have problems accessing your Dropbox sync file on your iOS device, you can try restarting it and then running MoneyWell again. If this still doesn't work, try deleting MoneyWell off your iOS device and resetting your sync in MoneyWell for Mac.

Create First Account

If you are using MoneyWell as a standalone app, you can manually add your accounts. Type the name, tap amount the **Starting Balance**, type the current balance for that account and tap **Done**.

If this isn't a checking account, tap the **Account Type** and change it. You can also add a memo and change the currency. Tap **Add** when you are done setting up your account.



Setting Starting Bucket Balances

If you are syncing, you can skip this step, all your starting balances are transferred from your Mac.

It's important to assign your account balances to your buckets so you can prime your spending pump. In the most simple case, you'll assign your checking account balance to your Salary bucket. Follow these steps:

1. On the main MoneyWell screen, tap **Buckets**
2. Tap the **Salary** line to show the **Bucket Info** screen
3. Tap the **Salary** header to show the **Bucket Detail** screen
4. Tap **Edit** in the upper right corner
5. Tap **Starting Balance**, enter the balance of your account and tap **Done**
6. Tap **Save** to save the bucket detail changes
7. Tap **Bucket Info** to go back to the info screen
8. Tap **Buckets** to go back to the list

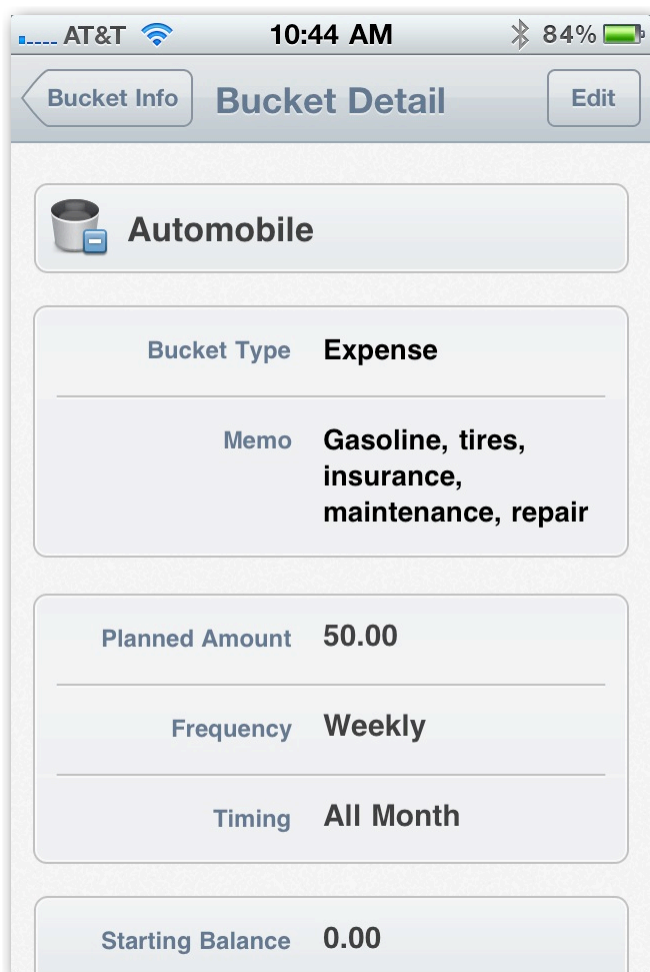
Alternately, you can simply assign your Initial Balance transaction to your Salary bucket using these steps:

1. On the main MoneyWell screen, tap **Accounts**
2. Tap an account with a balance on the **Accounts** list
3. Tap the "Initial Balance" transaction
4. Tap **Edit** in the upper right corner
5. Tap the bucket line, which should show as "(optional)"
6. Tap the income bucket to assign to the transaction
7. Tap **Done** in the upper right corner
8. Tap **Save** to save the transaction changes

Setting a Spending Plan

Your spending plan defines how much money gets put into each bucket. Basically, you're telling MoneyWell how to split up your income so you can spend it wisely.

There are three settings for each bucket: Planned Amount, Frequency and Timing. Spending plans in MoneyWell operate on a monthly basis, but you can use the frequency setting to make the planned amount easier to understand, especially if you have an expense that only makes sense as a weekly or annual amount. The planned amount should match the frequency you set—MoneyWell will calculate the monthly amounts automatically.



The timing setting is a way to defer putting money into a bucket. Let's say that you get paid twice a month and you pay your rent in the second half of the month. You can tell MoneyWell that your Rent bucket has a "Second Half" timing and it won't get filled until your second paycheck. If you want to just fill your buckets as soon as you have income, set your timing to "First Half" and those buckets will have priority and be filled completely as soon as there is enough money to do so.

The "All Month" timing is great for expenses that are spread out in both halves of the month. You may want to use this for buckets like Automobile and Groceries that often

have weekly spending. MoneyWell will fill these buckets halfway and stop until the second half of the month and then will finish filling them.

To set or change the bucket spending plan values, use these steps for each bucket:

1. On the main MoneyWell screen, tap **Buckets**
2. Tap the bucket line to show the **Bucket Info** screen
3. Tap the bucket header to show the **Bucket Detail** screen
4. Tap **Edit** in the upper right corner
5. Tap **Planned Amount**, enter an amount and tap **Done**
6. Tap **Frequency**, tap the desired choice and tap **Done**
7. Tap **Timing**, tap the desired option and tap **Done**
8. Tap **Save** to save the bucket detail changes
9. Tap **Bucket Info** to go back to the info screen
10. Tap **Buckets** to go back to the list

Filling Buckets

Before you can spend your income, you need to move it from the income buckets to the expense buckets. By assigning your deposit transactions to income buckets, the balance of those rise. MoneyWell uses *money flows* to move money between buckets and the **Fill Buckets** panel lets you create a bunch of money flows at the same time. All fill buckets needs is one or more income buckets with money in them and expense buckets with planned amounts.



Follow these steps to fill your buckets:

1. On the main MoneyWell screen, tap **Buckets**
2. Tap the fill buckets icon in the center bottom of the button bar
3. Tap “All income buckets” or tap individual income buckets to use
4. Tap “All expense buckets” or tap individual expense buckets to fill
5. Tap **Fill** in the upper right to create the money flows

You should now see some or all of your expense buckets with balances ready to spend.

Moving Money Between Buckets

Sometimes you need to move money between buckets manually. Maybe you need to move some more income to an expense bucket to cover unexpected expenses. This can also be used to transfer money between expense buckets if you have extra money in one bucket and would rather spend it another way. This is done using the same money flows that were created during the fill buckets process, just on an individual bucket basis.



Follow these steps to create a money flow:

1. On the main MoneyWell screen, tap **Buckets**
2. Tap the line for the bucket you want to move money *from*
3. Tap **Fill Bucket** on the Bucket Info screen
4. Tap the bucket header to set the amount to move
5. Enter an amount and tap **Done**
6. Tap the bucket to receive the amount

7. Tap **Fill** to finish creating the money flow

Changing or Deleting a Money Flow

If you make a mistake during filling buckets or creating a money flow, you can easily fix it. To delete money flows, follow these steps:

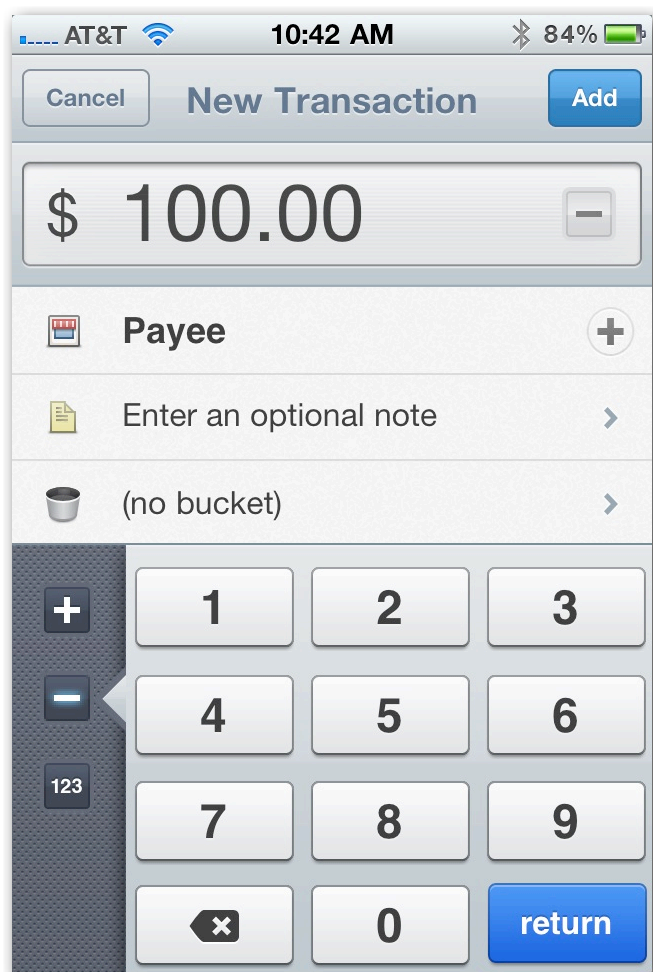
1. On the main Bucket Info for any bucket, tap **Money Flows**
2. Tap **Edit** in the upper right
3. Tap the red circle to the left of a money flow you want to delete
4. Tap **Delete** to confirm that deletion
5. Tap **Done** when you're finished deleting

Sometimes you just need to adjust an amount of a money flow. Follow these steps to do just that:

1. On the main Bucket Info for any bucket, tap **Money Flows**
2. Tap the money flow line to be changed
3. Tap **Edit** in the upper right
4. Tap any value line to change it
5. Tap **Save** to finish and save your changes

Adding Transactions

The heart of any personal finance app is managing transactions. MoneyWell works hard to make this easy for you. On any major screen, you'll see a **New Transaction** button in bottom right corner. This makes it to quickly create a new transaction from almost anywhere in MoneyWell.



When you first tap to add a new transaction, MoneyWell will prompt you to capture the most important part of a transaction: the amount. The keypad is nice and big so you can avoid mistakes. To the left of the keypad is the type of the transaction, which also determines whether the amount is positive or negative.

- [+] = deposit (positive)
- [-] = withdrawal (negative)
- [123] = check (negative)

You can tap the type at anytime before, during or after typing the amount. If you choose the check type, you'll also be able to enter a check number for the transaction.

Amounts are entered with a fixed decimal place so you only have to type numbers. Fill the right side with zeros for round amounts. If you make a mistake while typing, tap the delete button to the left of the zero. If you hold down the delete button for longer than one second, MoneyWell will clear the whole amount for you.

Once you finish entering the amount, tap the *Payee* line. MoneyWell tries to speed up your payee entry by keeping a list of your favorite payees. Once you start typing a payee name, the favorites list below it will filter down to show you matching favorites. You can tap one of these to save typing or continue to type to create a new payee.

If your typed payee doesn't match any favorite, MoneyWell will select the "Create..." line for you. Just tap **Done** when you are happy with your payee name.

At this point you can tap the memo line to add a note to this transaction or skip that and tap one of the other values to change. If you added this transaction while in a specific bucket, the bucket value will already be filled for you. You can still change it by tapping on it.

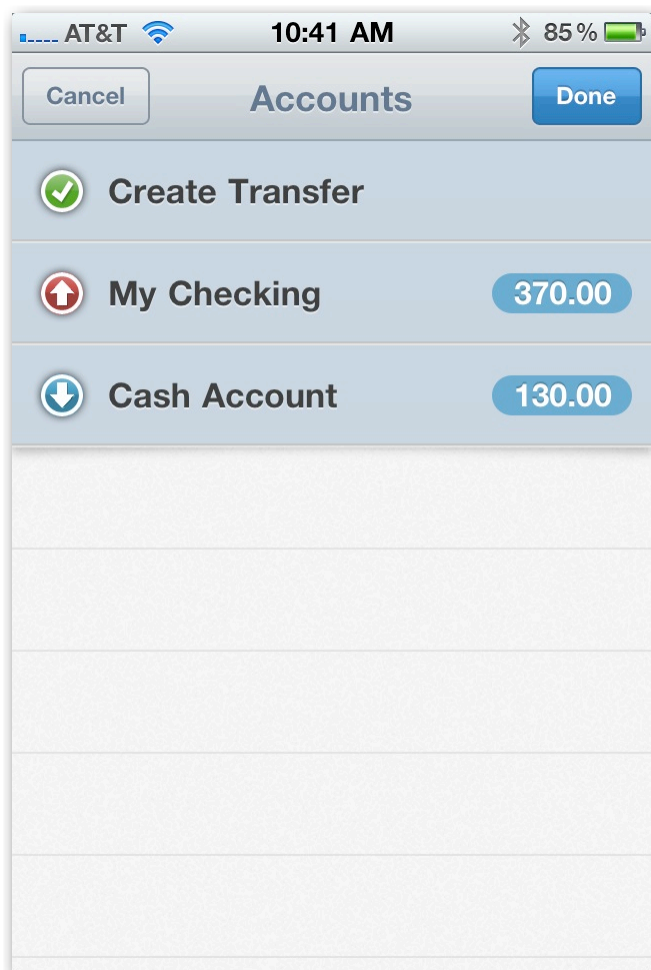
The account value will also be set based on your last viewed account. This can also be changed at this time.

If you need to change the date of a transaction, tap the date value. This will also allow you to change the transaction status if you want to mark this transaction as reconciled or another status.

Tap **Add** when you are finished setting the transaction values.

Creating Transfer Transactions

If you are withdrawing cash from an ATM or transferring money to your savings account, you'll want to create a set of transfer transactions. This is quite simple and can be done when you first create a transaction or by editing an existing transaction.

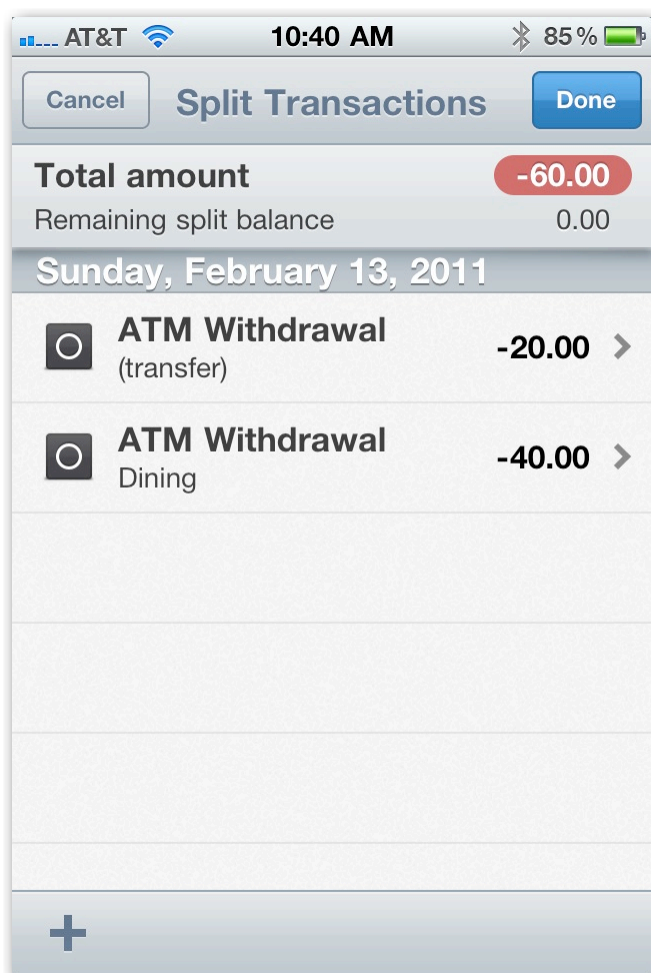


From the **New Transaction** or **Edit Transaction** screens follow these steps:

1. Tap the account line
2. Tap **Create Transfer** at the top of the list
3. Tap the account to transfer money *from*
4. Tap the account to transfer money *to*
5. To reverse the from and to account, simply tap either

Splitting a Transaction

Sometimes it's necessary to assign a purchase to multiple buckets. To do this in MoneyWell, you would create a split transaction.



When creating a new transaction, tap the **Split** button on the **New Transaction** screen and follow these steps:

1. Tap **+** in the lower left
2. Change the amount to part of the total transaction (remember you can hold down the delete button to clear the amount)
3. Tap the bucket line, tap a bucket and tap **Done**
4. Tap **Add** to save that split child
5. Repeat steps 1 through 4 until you have split the total transaction amount
6. If you have a cash back on a purchase, you can tap **Cash Transfer** instead of assigning a bucket

7. Tap **Done** when you're finished with the split

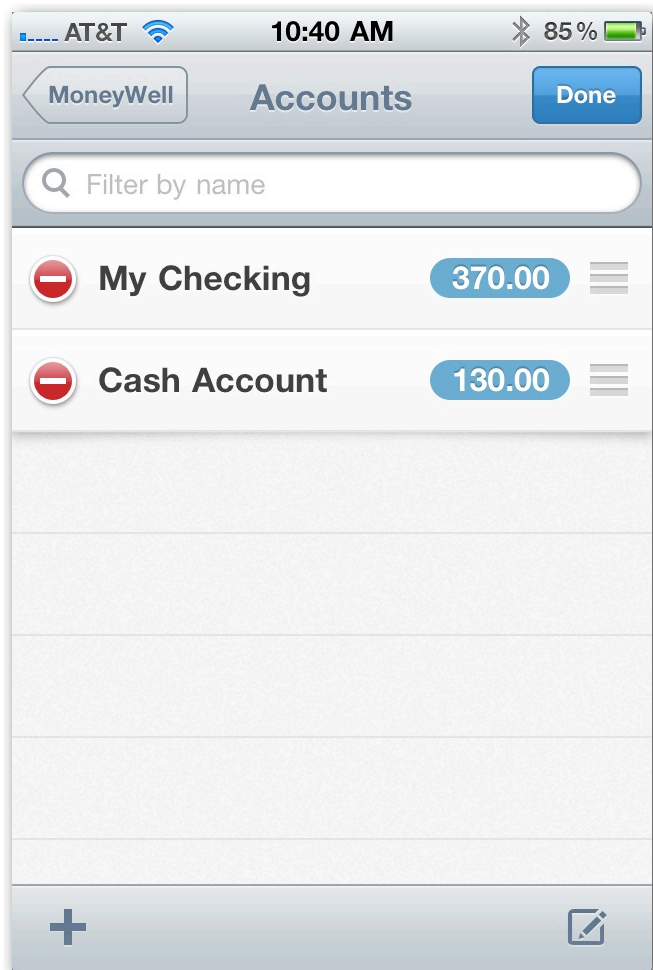
8. Tap **Add** to save the new transaction

To change an existing transaction to a split, tap **Edit**, tap **Split** and follow the steps above.

Adding Accounts

To add new accounts to MoneyWell, follow these steps:

1. On the main MoneyWell screen, tap **Accounts**
2. Tap **+** in the lower left
3. Set the account information as desired
4. Tap **Add** in the upper right



Deleting Accounts

1. On the main MoneyWell screen, tap **Accounts**
2. Tap **Edit** in the upper right
3. Tap the red circle to the left of a account you want to delete
4. Tap **Delete** to confirm that deletion

5. Tap **Done** when you're finished deleting

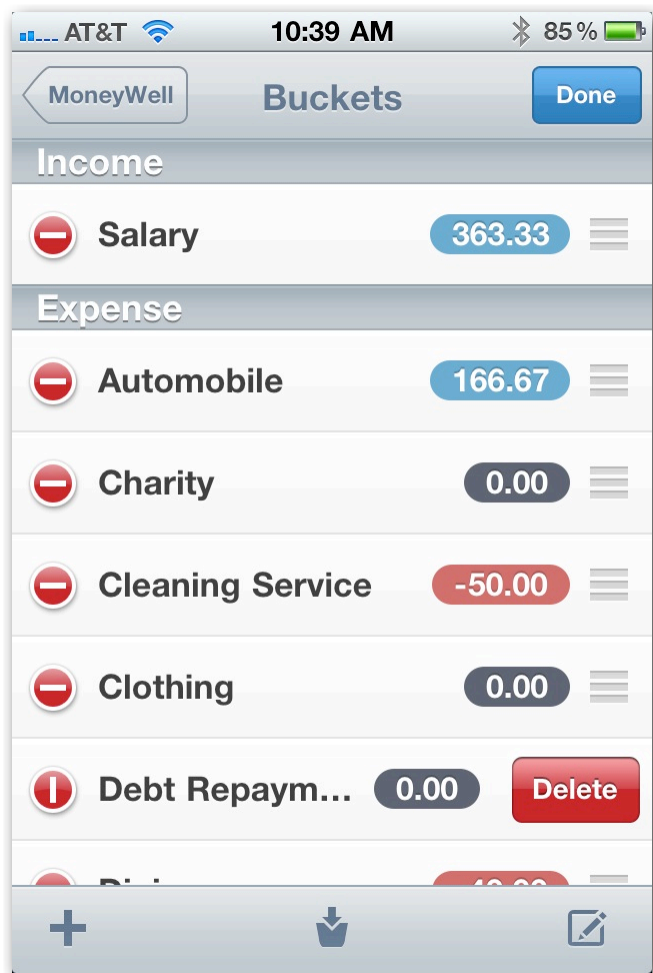
Ordering Accounts

MoneyWell lets you decide the order for your accounts on the list. Follow these steps to reorder them:

1. On the main MoneyWell screen, tap **Accounts**
2. Tap **Edit** in the upper right
3. Tap and drag each account line by the handle on the right
4. Tap **Done** when you're finished ordering them

Adding Buckets

1. On the main MoneyWell screen, tap **Buckets**
2. Tap **+** in the lower left
3. Set the bucket information as desired
4. Tap **Add** in the upper right



Deleting Buckets

1. On the main MoneyWell screen, tap **Buckets**
2. Tap **Edit** in the upper right
3. Tap the red circle to the left of a bucket you want to delete
4. Tap **Delete** to confirm that deletion
5. Tap **Done** when you're finished deleting

Ordering Buckets

MoneyWell lets you decide the order for your buckets on the list. The only limitation is that you can only reorder buckets of the same type. Follow these steps to reorder them:

1. On the main MoneyWell screen, tap **Buckets**
2. Tap **Edit** in the upper right
3. Tap and drag each bucket line by the handle on the right
4. Tap **Done** when you're finished ordering them

Support

For more information about using MoneyWell for iPhone or its companion MoneyWell for Mac product, please visit our website at <http://nothirst.com/support>.

You can also find some great information on our Help Center at <http://help.nothirst.com>. Please review our Knowledge Base and public discussions or start your own public or private discussion to ask questions. We're always glad to help and try to response quickly to any requests.

MoneyWell for iPhone is available in the **Apple App Store**.